

Information Priority List For Individuals Presenting Special Event Proposals To the Balboa Park Committee: Presentations Will Be Limited to 5 Minutes

1. Name of Event – Esri’s User Conference Party
2. When –
 - a. Date(s) – Thursday, July 13, 2017
 - b. Time (including Set-up & Break-down)-
Event time: Thursday, July 13, 2017 5pm-10pm
Set up: Wednesday, July 12, 2017 @ 7pm
Load out: Thursday, July 13, 2017 clear by midnight
 - c. During the Moratorium (Memorial Day – Labor Day) - Yes
3. Where (Provide map(s) showing location & site plan) – Botanical Lawns, Patio B, Bea Evenson Fountain, Cascades, El Prado
 - a. Road Closure(s)- No
 - b. Parking Lot Closure(s)- Partial closure of Casa de Balboa Parking Lot (21) stalls Monday, 10th - Thursday, July 13, 2017 for catering trucks, (3) stalls in the Botanical Bldg. parking lot for vendor loading/unloading July 13th and (3) stalls Pepper Grove North Lot for vendor loading/unloading June 30th
 - c. c. Bridge Closure- No
4. Estimated Attendance – 10,000
5. Amplified Music – Yes
 - a. Other prolonged noise impacts? No
 - b. Acts on a local or national level? Local
 - c. When do you plan to conduct event sound checks? 5pm
6. Do you plan to apply for an Alcohol Permit? Yes, alcohol will be served in the museum venues under existing alcohol contracts. Will be seeking to have alcohol in Patio B
7. Partnering with a park entity? Yes
 - a. Which one(s)? the San Diego Museum of Art, The San Diego Natural History Museum, Prado Restaurant, Reuben H. Fleet Science Center, Museum of Photographic Arts, Model Railroad Museum, and the History Center
8. Public Benefit Non-Profit? No
9. Have completed noticing Park Institutions? I have spoken with all groups who we will be contracting with and have notified the BPCP.
10. Are there performances at the:
 - a. Old Globe – Yes, (the Old Globe has been notified. In previous years we have been able to successfully mitigate their concerns and work closely with them to make sure the event did not pose a noise issue to

their patrons. This year the Sculpture Garden will not be used, which should alleviate any noise concerns.

b. Organ Pavilion – Yes, Twilight Concerts 6:15-7:15pm

11. Other special event of more than 500 people occurring concurrently? No

a. Location(s) in the Park:

12. Will you be making a donation to Balboa Park, a facility or institution located in the Park or outside the Park? Unsure

a. How much – Unsure

b. Who – Unsure

13. Other unique event feature not covered above? This event was previously held in Balboa Park 2011-2014 and 2016

El Prado

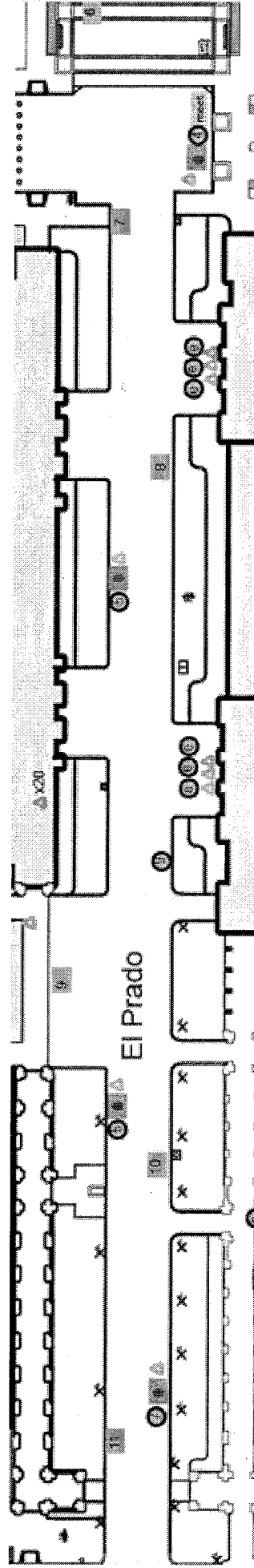
Raphael's:

8: 6' table with black linen

Set-up Time: 10:00am

Trash:

4 cans



ESRI July 13, 2017
Saturday, July 5, 14

Botanical Garden

Raphael's:

2: 6' tables with black linen
 4: item D79 I
 1: 4' table with black linen
 26: 8' tables with black linen
 65: 48" table with black linen
 and 6 chairs each (390 chairs
 total) (please add an additional
 16 chairs for one of the 10x20
 tents for entertainers)

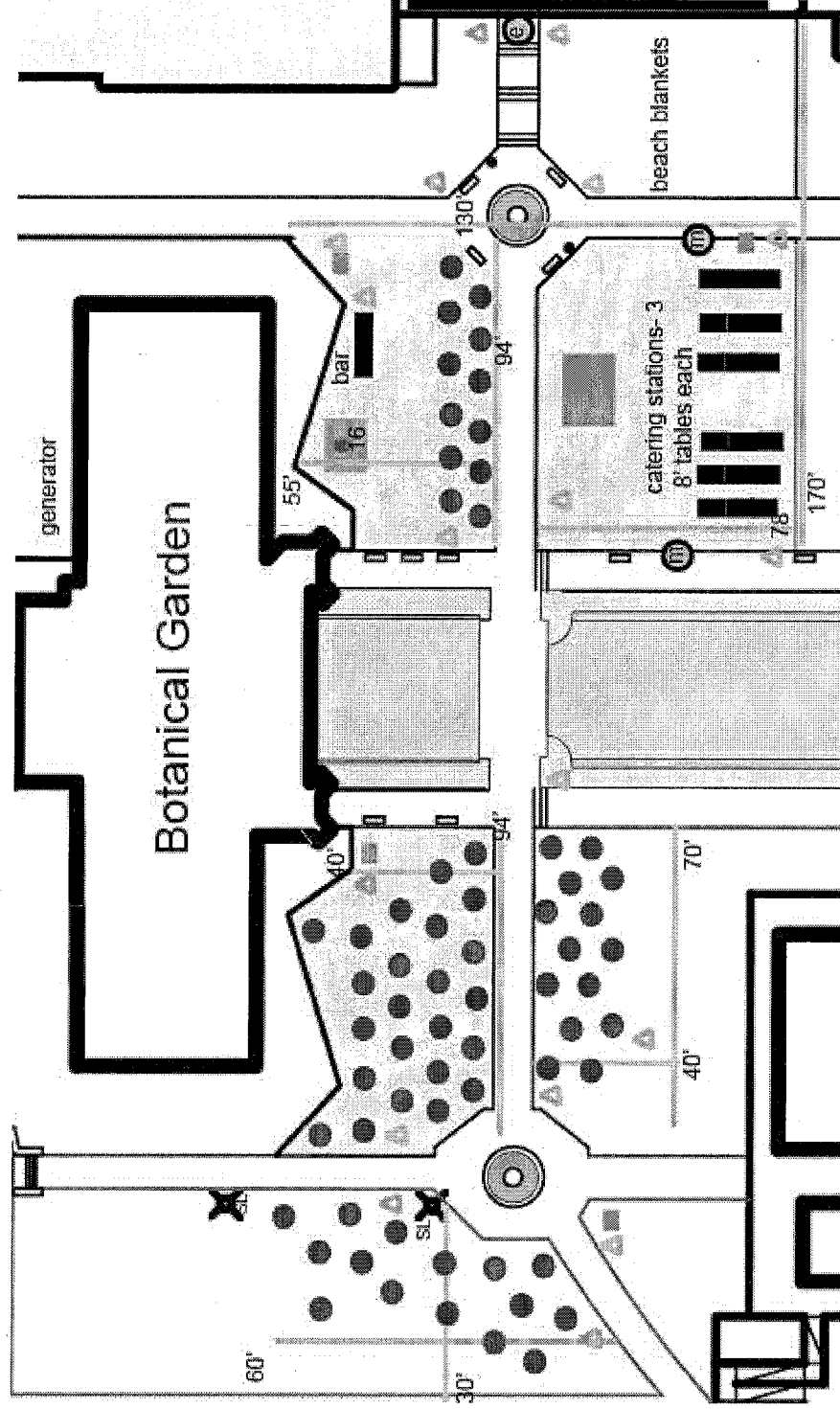
Set-up Time: 10:00am
please set-up all food
tables (8' and 6' first!)

Trash:

20 cans

Signs:

2 menu



Cascades

Raphael's:

- 10: 10x10 festival tents, all with back walls, 6 side walls, 2 front walls
- 4: raised signage poles each for 10x20 section of tent
- 20: 8' tables with black linen
- 14/ 18 chains Stanchions for 4 lines in front of tents
- 40: 36" table with black linens and 4 chairs each (160 chairs total)
- 15: 24" belly bar with black linens

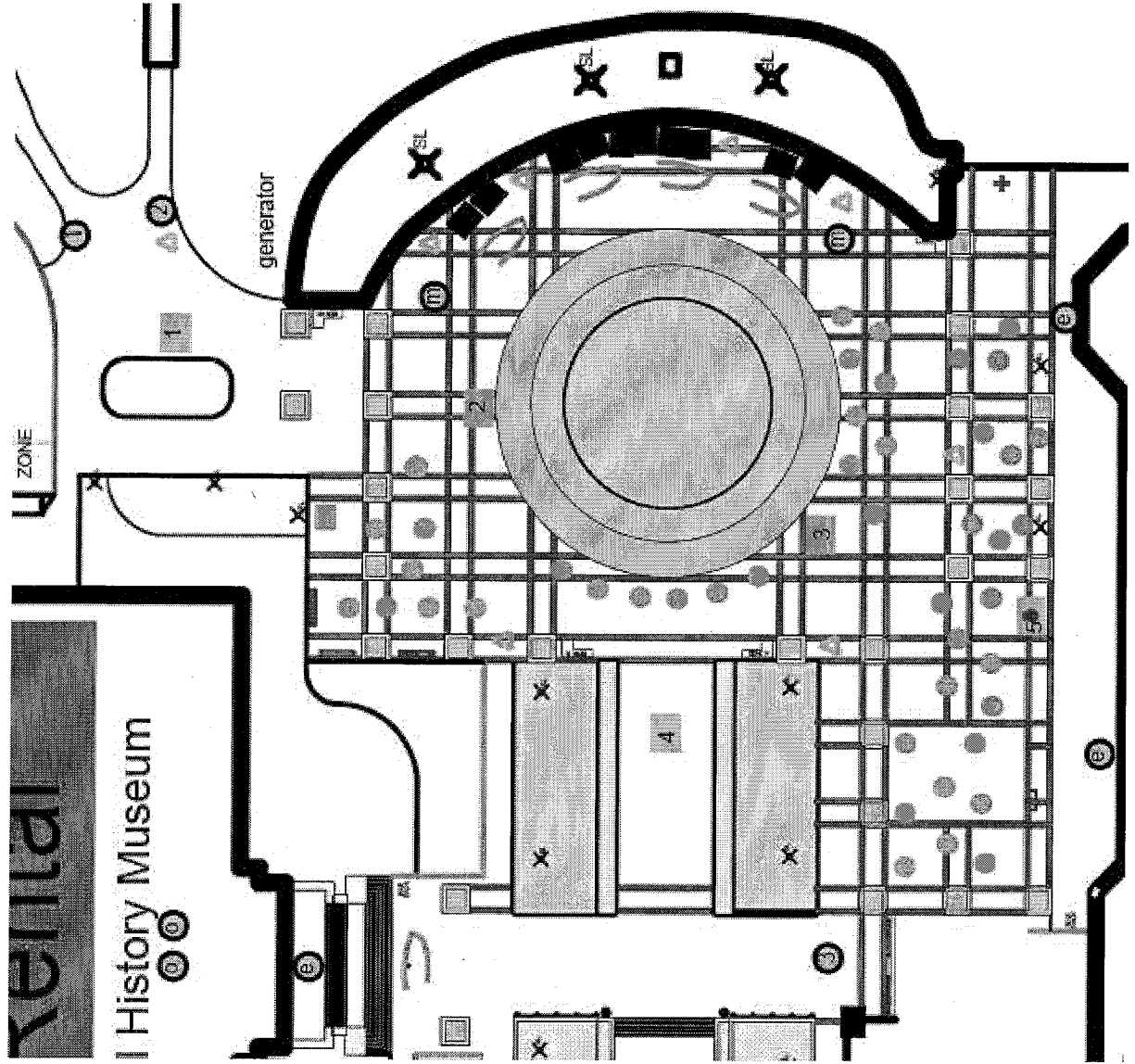
Set-up Time: 10:00am
please set-up all food tables (8' and 6' first!)

Trash:

- 8 cans

Signs:

- 2 welcome Esri Guests
- 4 banners for tented sections (above) and 1 banner for open tented section



Patio B

Raphael's:

- 3: 6' tables with black linen
- 3: item D79
- 1: 4' table with black linen
- 10: 8' tables with black linen
- 40: 48" table with black linen and 8 chairs each (240 chairs total)
- 12: 24" belly bar with black linens

Set-up Time: 10:00am
 please set-up all food tables (8' and 6' first!)
This is our first priority for tear down!

Trash:

- 10 cans

Signs:

- 2 menu
- 3 bar

- menu sign = 2
- 4' table = 1 with linen black
- 8' tables = 13 w/ linen black
- 6' tables = 3 w/ linen black
- ▲ trash cans = 10
- 48" rounds with 8 chairs and red linens = 40
- 24" belly bar with red linens = 12

Casa del Prado
 Patio B

